

What is the process for determining if a car repair should be paid by supportive service funds?

Prior to authorizing vehicle repair for an EF participant please be certain:

1. The EF participant has a valid driver's license.
2. The vehicle is licensed, registered, and insured in the EF participant's name. If the individual owns more than one car we would not repair a second car if the other one is in safe and reliable working order. Please contact the TANF Policy Unit in Central Office for exceptions to this requirement.
3. You have determined the trade-in value of the car. The Kelly Blue Book web site is www.kbb.com. If the car is so old that it is not listed, the client will need to provide other estimates of the trade-in value of the car.
4. The individual has provided 2 to 3 estimates for the repair. If the vehicle is not running, we will pay for a tow truck to tow it to one of the repair shops in order to have at least one estimate. The repairs should be limited to those that will get the vehicle into safe, good working order.
5. The vendor will accept our payment.

In most situations we may not pay for repair costs that exceed the trade-in value of the vehicle. For an exception to this requirement, please submit a request to the TANF Policy Unit in Central Office via Policy Questions.

For help in gathering the information, the attached tool is available for your use.



repair form.doc

See 468-000-309

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